



# **JOB OPPORTUNITY**

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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**ASSOCIATE PERSONNEL ANALYST**  
**\$4,400 - \$5,508**  
**HUMAN RESOURCES MANAGEMENT DIVISION**  
**SACRAMENTO**  
**2 Positions**

**RESPONSIBILITIES:**

Under the general direction of the Human Resources Management Division's (HRMD) Selections and Recruitment Manager (Staff Services Manager I), the Associate Personnel Analyst is responsible for overseeing and directing more complex and highly sensitive technical examinations for the various Divisions/Bureaus within the Department. The analyst independently performs varied analytical work at the journey-level on projects related to job analysis, examinations, recruitment, and administers examinations. Provides advice and assistance on Selections and Recruitment issues; and initiates or recommends changes that promote innovative solutions to meet customer needs. Independently interprets and applies a wide variety of personnel laws, rules, policies and processes in the performance of these functions. All functions will be performed following civil service merit principles in accordance with established office procedures and policies, the California Code of Regulations, State Personnel Board (SPB) Laws, SPB Pinkies, California Department of Human Resources (CalHR) guidelines, the Selection Manual, and the Federal Uniform Guidelines on Employee Selection. Some travel may be required.

***May consider downgrading position to a Staff Services Analyst for recruitment purposes.***

**DESIRABLE QUALIFICATIONS:**

- Experience in human resources arena, particularly Selections and Recruitment;
- Experience working with control agencies, i.e., CalHR, SPB;
- Ability to perform detail oriented work;
- Ability to take initiative and work independently;
- Ability to handle multiple priorities effectively;
- Ability to communicate effectively and make presentations before groups;
- Strong written and oral communication skills with the ability to analyze data and independently prepare reports and documents;
- Ability to negotiate complex, controversial, or sensitive matters under stressful conditions, and the ability to independently resolve disputes;
- Ability to develop effective working relationships with all levels of staff;
- Experience in writing and developing procedures, policies, and manuals;
- Ability to operate computer, laptop, and video conferencing equipment;
- Experience with Microsoft Outlook, Word, Excel, PowerPoint, and I-Mapping applications.

05/05/14 NT

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**DO NOT SUBMIT APPLICATIONS TO CalHR**

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Associate Personnel Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

**APPLICATION PROCEDURE:** Please mail a completed standard [State Application STD 678](#) to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Associate Personnel Analyst, PSN # 413-191-5142-008 and #413-191-5142-015" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3316 or email [Nicole.terrell@insurance.ca.gov](mailto:Nicole.terrell@insurance.ca.gov)

**FINAL FILING DATE:** Friday, May 16, 2014 - Close of Business (5:00 p.m.)

**NOTE:** Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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